

MEMORANDUM FOR: Chief of Operations, DD/P

SUBJECT : Letters of Authorization for Representation Allowance

REFERENCES :

a.

b.

1. At the present time, letters of "Authorization to Incur Representation Expenses" are issued to Chiefs of Station and Base at the time of their assignment thereto. Each such letter establishes a maximum rate of representation allowance "per year". Under this system each "year" covered by the authorization begins and ends on the anniversary date the individual reported for duty at the Station or Base.

2. There are several disadvantages in authorizing these allowances on a "yearly" cycle which is different from the "Fiscal Year" because: (a) the DCI approves an annual schedule of representational allowances on a Fiscal Year basis; (b) budgets and operating programs, and allocations used to fund these allowances, are on a Fiscal Year basis; and (c) financial accounts and reports stating the expenses incurred under these authorizations are on a Fiscal Year basis. At the present time it is not possible to utilize the Fiscal Year financial reports to check the status of obligations and expenditures made against representation authorizations without supplementary analysis and computations.

3. We have discussed this with the various Area Divisions concerned and it is the consensus that it would be advantageous to have Letters of Authorization for Representation Allowance authorize allowances by Fiscal Year.

4. If you agree, we will arrange for the issuance or amendment of Letters of Authorization for Representation Allowance so that they cover a Fiscal Year period.

25X1A Declined to sign this memo - all copies were destroyed -
Policy of "yearly" basis was continued -

25X1A
Special Support Assistant/DDS

APPROVED:

Chief of Operations, DD/P

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SSA-DD/S:VRT/ms (17 June 60)

(Note: 10 Apr 61 - Orig & all additional cys were destroyed.)